



KING COUNTY COOK-BAKER

DEPARTMENT OF ADULT & JUVENILE DETENTION

Hourly Rate Range: \$17.70 - \$22.44

Job Announcement: 04RM4070

Open: 05/24/04 Close: Open Until Filled

WHO MAY APPLY: This career service position is open concurrently to all King County Career Service employees, King County at-will employees and the general public. List established via this recruitment will be used to fill current vacancy and may be used to fill future vacancies as they occur.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Division. Applications may be mailed or dropped off, however, please note that mail and drop off addresses are different.

Mailing Address: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, WA 98104.

Drop Off Location: KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, WA.

Application materials must be received by 4:30 p.m. on the closing date. Postmarks are accepted.

Applications not received at the location specified above may not be processed. Contact DAJD Human Resources at (206) 296-4114 for further inquiries.

FORMS AND MATERIALS REQUIRED: [King County application form](#), including applicant data sheet, supplemental materials included with this announcement (skills inventory and applicant questionnaire), **AND** cover letter describing your experience in large quantity food preparation, baking and/or any related education or training.

WORK LOCATION: King County Corrections Facility, Downtown Seattle, **OR** Regional Justice Center in the City of Kent.

WORK SCHEDULE: Facilities are operational 24 hours per day, seven days per week. This is a 40 hour workweek, overtime eligible position. Incumbents work assigned shifts and candidates must be willing and able to work any shift, including evenings, graveyard shift, weekends and holidays. Scheduling is subject to staffing needs of the department and collective bargaining unit bid process.

PRIMARY JOB DUTIES INCLUDE: These positions cook, bake, prepare and portion food for approximately 2,200 inmates and staff each meal. **WORK REQUIRES DIRECT CONTACT AND SUPERVISION OF INMATE WORKERS WITHIN A SECURE CORRECTIONAL FACILITY.**

Essential Functions:

1. Accurate, quality, large-scale/volume food preparation for regular and restricted diets, staff and other meals.
2. Preparation of bakery items.
3. Supervise and instruct kitchen workers, including inmates, regarding food preparation, kitchen and jail regulations and procedures.
4. Follow and enforce safety rules at all times.
5. Write clear legible incident reports, concerning problems or emergency situations, as well as other reports and records that are accurate and complete.
6. Accurately read and follow menus and recipes, including written and verbal instructions.
7. Accurately portion and record servings and meal distribution.
8. Use personal computer to verify and record needed information, including diet meals.
9. Operate all food service and other equipment, including ovens, grills, mixers, slicers, grinders, pallet jacks, fork lifts, hot and cold buffet lines, tray line conveyor and dishwasher.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

10. Maintain control and security of tools, utensils, knives and other controlled items.
11. Disassemble, clean, sanitize and reassemble food service equipment.
12. Perform operator level maintenance on all food service equipment.
13. Properly lift and handle equipment, boxes and bags up to 50 pounds.

QUALIFICATIONS: Two years of full-time, paid work experience in large quantity food preparation and baking (minimum 500 persons per meal). Experience must be in a large-scale commercial, military or institutional setting with full meal service. **Must be able to demonstrate ability to understand, speak, read and write the English language.**

NECESSARY SPECIAL REQUIREMENTS: Must possess a Food Handler's Permit as issued by the Seattle-King County Health Department. Must possess, or be able to obtain, valid Washington State Driver's License by hire date. The candidate selected for this position must successfully complete a thorough background investigation, including a polygraph examination, and a physical examination.

UNION MEMBERSHIP: Positions in this classification are represented by Local 8 of the Joint Crafts Council.

CLASS CODE: 5311

COOK BAKER - ADULT & JUVENILE DETENTION
Skills Inventory & Permit Information

Please complete the application form and supplement materials carefully - provide all requested information.

Name _____
Last First MI

Mailing Address _____
Street Apt #

City State Zip
Phone _____

I am interested in (check one or both): ☐ full-time vacancies ☐ part-time vacancies

PERMIT INFORMATION

Name of License	State Issuing License	License No.	Expiration Date

Food Handler Permit:	
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SKILLS INVENTORY

PLEASE COMPLETE THE SKILLS INVENTORY BELOW. IN ADDITION, ON A SEPARATE SHEET, PLEASE DESCRIBE YOUR WORK EXPERIENCE RELATED TO LARGE QUANTITY FOOD SERVICE PREPARATION AND BAKING AND ANY SPECIAL TRAINING OR EDUCATION IN FOOD SERVICE (DESCRIBE DUTIES AND TRAINING IN DETAIL). SUBMIT ALL ITEMS WITH YOUR APPLICATION.

Check (✓) the box that describes your ability to do the following activities based upon prior training and work experience:

<i>WORKING IN AN INSTITUTIONAL TYPE OF KITCHEN</i>	<i>YES</i>	<i>NO</i>
Prepare large volume meals (300 or more per meal).		
Prepare bakery items.		
Follow menus and recipes to meet feeding requirements and schedules.		
Supervise, direct and train kitchen workers.		
Perform cleaning as you go to maintain sanitary and safe conditions.		
Disassemble and clean institutional-type food preparation equipment.		
Follow and enforce safety rules at all times.		
Receive and check deliveries of food for correct quantities, damage, and spoilage.		
Accurately perform basic mathematical calculations such as addition, subtraction, etc.		
Operate material handling equipment such as hand trucks, pallet jacks, etc.		
Properly lift and handle equipment, boxes and bags up to 50 pounds.		
Communicate effectively with coworkers.		
Operate a computer to record and retrieve information.		

MUST BE SUBMITTED WITH APPLICATION

COOK BAKER APPLICANT QUESTIONNAIRE

Name:
(print)

Social Security
Number:

In order to apply for these positions, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. **All answers will be verified in the course of the required background investigation and polygraph examination. Dishonest answers will be grounds for rejecting your application.**

Do you have a current FOOD HANDLER'S PERMIT issued by the Health Department?	YES	NO
CAN YOU PASS A THOROUGH BACKGROUND INVESTIGATION AND PROVIDE COMPLETE AND ACCURATE INFORMATION TO INVESTIGATORS? Applicants are required to pass a thorough investigation of their background, including a polygraph examination. This includes an investigation of conviction records, employment and education history, character and reputation in the community, etc. Applicants may be rejected for criminal behavior, drug use, or any indications in the areas listed.	YES	NO
HAVE YOU BEEN CONVICTED OF A FELONY AS AN ADULT?	YES	NO
HAVE YOU BOUGHT, SOLD, POSSESSED, TRANSPORTED OR USED MARIJUANA WITHIN THE LAST THREE YEARS?	YES	NO
HAVE YOU BOUGHT, SOLD, POSSESSED, TRANSPORTED OR USED ANY OTHER CONTROLLED SUBSTANCE SUCH AS COCAINE, OPIATES, LSD, OR OTHER ILLEGAL, NON-PRESCRIPTION DRUGS WITHIN THE LAST FIVE YEARS?	YES	NO
HAVE YOU EVER COMMITTED ANY SERIOUS ILLEGAL ACTS (WHETHER OR NOT YOU WERE CAUGHT)? (This does <i>not</i> include crimes such as shoplifting a pack of gum as a juvenile.) <i>Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES	NO
HAVE YOU BEEN FREQUENTLY LATE OR ABSENT FROM WORK WITH YOUR CURRENT OR PAST EMPLOYERS?	YES	NO
HAVE YOU PREVIOUSLY FAILED OR WITHDRAWN FROM ANY PART OF A BACKGROUND INVESTIGATION?	YES	NO
HAVE YOU EVER BEEN TERMINATED OR RESIGNED IN LIEU OF TERMINATION FROM ANOTHER CRIMINAL JUSTICE AGENCY?	YES	NO
ARE YOU WILLING TO UNDERGO A THOROUGH MEDICAL EXAMINATION, AND BACKGROUND INVESTIGATION, INCLUDING A POLYGRAPH, AS A CONDITION OF EMPLOYMENT?	YES	NO
ARE YOU WILLING AND ABLE TO WORK ANY SHIFT OR HOURS, INCLUDING WEEKENDS AND HOLIDAYS?	YES	NO
CAN YOU TYPE AT LEAST 25 WPM ON THE COMPUTER KEYBOARD? (You may be tested for this skill, as well as mathematical ability.)	YES	NO

Signature

Date